

Instructions for Online Registration Process

Registration Begins: August 25, 2004
Registration Ends: September 13, 2004

Follow these easy steps to register for a conference:

Step 1: Go to the online registration website at www.ade.az.gov/online/registration

Step 2: Select **Adult Education** from the "Program Area Hosting the Event" list

Step 3: Select the event, **Adult Education Directors Institute**, then click on **Choose and continue**

Step 4: Click on the  button


Step 5: Complete Section 1, **Information About You**

- For the address, **use your preferred mailing address**
- Enter **NONE** in the "CTDS" field
- Please **provide an email address** so that you will receive current information about the conference

Step 6: Complete Section 2, **Additional Information**

- List any **special accommodations** needed

Step 7: Click on the  button

Step 8: Confirm that all of your information is correct; click on the  button

Step 9: Print a copy of your **confirmation page** and bring to the conference

**YOU MUST MAKE YOUR OWN
HOTEL RESERVATIONS BY SEPTEMBER 13, 2004
Call Arizona Golf Resort and Conference Center at
(480) 832-3202**

You will need a credit card when making hotel reservations. Mention "Department of Education". **Reimbursements will be made after receipt of the travel reimbursement form.**

Hotel accommodations are available for those whose Adult Education Program is 35 or more miles from the hotel.

Conference meals include reception on Wednesday, continental breakfast and lunch on Thursday and Friday. Dinner on Thursday is on your own.